

# UTILITY SHUTDOWN

A utility shutdown request is required any time a building supply service needs to be shut down. This request is normally only done by Division of Engineering Services (DES) officials. The requesting official must complete a NIH-1927 form and submit to the Clinical Center Maintenance Unit (CCMU). The Office of Facility Management (OFM) must then approve this form before a UTILITY SHUTDOWN NOTICE is issued by CCMU. The steps below must be followed in the sequence listed.

## OFFICE PROCEDURE NIH 1927 form

NIH 1927 form will only be received from CCMU.

- Time stamp request and deliver to the Chief, OFM or designee's incoming mail.
- Chief, OFM or designee will review dates, times and affected areas.
- Chief, OFM or designee will note any persons contacted for pre-approval.
- Chief, OFM or designee will note persons who should receive a copy of the Utility Shutdown Notice.
- After approval by Chief, OFM or designee, Fax to CCMU 301-402-2475.
- Attach Fax activity report to request.
- File in Shutdown Notice folder in file cabinet.

## OFFICE PROCEDURE UTILITY SHUTDOWN NOTICE

- Time stamp request.
- Go to file cabinet and retrieve Shutdown Notice folder.
- Find approved NIH 1927. Send copy of notice to each person noted by OFM or designee.
- Attach Utility Shutdown Notice to top of NIH 1927.
- File in front of Shutdown Notice folder.

## EMERGENCY SHUTDOWN REQUEST

Due to the nature of our complex utility systems, emergency shutdowns may be necessary. CCMU will notify our office of any imminent dangers and isolate the system as required. e.g. floods, fires, pipe breakage).

- Page OFM or designee and notify them of the emergency shutdown.
- If instructed, prepare the Emergency Outage Memo for the page operator.
- Telephone Administrative Officers whose areas are affected by outage.

## DOCUMENT RECORD OF EMERGENCY RESPONSE

All cases that involve the need for emergency shutdown in Building 10 should be recorded. Entries should include the time, the person requesting the shutdown and necessary actions that were taken to solve or accommodate the problem.

Concurrence:

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Chief, Office of Facility Management, Clinical Center, Office of the Director